



## Training and Development Provider

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### Certificate I Retail STUDENT WORK PLACEMENT LOGBOOK



For further information please contact:  
The INAP Manager

1 Northcote Terrace  
MEDINDIE SA 5081  
Ph: 8342 0841  
Fax: 8344 4062  
Email: [info@inap.org.au](mailto:info@inap.org.au)  
[www.inap.org.au](http://www.inap.org.au)

NAME: .....

Date: .....

## Student Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Hm Phone: \_\_\_\_\_

Mbl Phone: \_\_\_\_\_

Email: \_\_\_\_\_

School: \_\_\_\_\_

Emergency  
Contact  
Person: \_\_\_\_\_

Emergency  
Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

2nd Emergency  
Contact  
Person: \_\_\_\_\_

Emergency  
Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

VET  
Coordinator: \_\_\_\_\_

Phone No's: \_\_\_\_\_

*(Please include mobile number)*

**Employers are asked to complete as much of the handbook as possible and return it to the students on their last day of work placement**

**Alternatively it can be sent to INAP  
Training & Development Provider  
1 Northcote Terrace  
MEDINDIE SA 5081**

**If you have any queries, please do not hesitate to contact the INAP office  
on 8342 0841  
or 8342 6381**

**Thank you—  
your involment is sincerely  
appreciated**

NAME: .....

Date: .....

NAME: .....

Date: .....

## Additional Skills Practiced

*Please record any additional skills learnt in the workplace that are not included in Assessment activities*

Skill	Description	Student Signature	Supervisor Signature

NAME: .....

Date: .....

## Employer Details

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Person's Title:** \_\_\_\_\_

**Type of Work:** \_\_\_\_\_

**Clothing required:** \_\_\_\_\_

**Lunch Arrangements:** \_\_\_\_\_

**Transport Arrangements:** \_\_\_\_\_

**Special Arrangements:** \_\_\_\_\_

NAME: .....

Date: .....

## Responsibilities

**Work place learning provides young people with the opportunity to increase their work readiness by developing skills and attitudes valued by the employment market. Meaningful work place learning requires both the work placement student and the work placement provider to recognise some key responsibilities**

Employer	Student
<i>You are responsible for:</i>	<i>You are responsible for:</i>
✦ Providing a safe working environment for your work placement student that is free from any form of harassment.	✦ Following all the rules and regulations of your work place.
✦ Ensuring that your work placement student is supervised at all times.	✦ Contacting your work place Supervisor and the Coordinator to notify them of any absences.
✦ Contacting the work placement Coordinator if the work placement student does not attend on any scheduled day.	✦ Notifying the school and Coordinator of any personal injury whilst at the work placement.
✦ The training and assessment of the work placement student according to generic and specific industry standards.	✦ Keeping this log book with you during your work placement.
✦ Providing accurate feedback on the work placement student's progress by completion of this log book (at the end of each day/session we ask that you discuss the students progress with them).	✦ Ensuring that all sections are completed.

NAME: .....

Date: .....

## WORK PLACEMENT EVALUATION

Please give relevant feedback with regard to the student's performance during their work placement.

**1. General Appearance**

- Excellent     
  Very Good     
  Good     
  Satisfactory

Consider the students suitability of dress and general appearance

Comments: \_\_\_\_\_

**2. Attitude to Work**

- Excellent     
  Very Good     
  Good     
  Satisfactory

Consider the students suitability in the industry

Comments: \_\_\_\_\_

**3. Performance of work**

- Excellent     
  Very Good     
  Good     
  Satisfactory

Consider any absences during the work placement

Comments: \_\_\_\_\_

**4. Response to supervision and other staff members/customers**

- Excellent     
  Very Good     
  Good     
  Satisfactory

Consider the students interaction with people in general

Comments: \_\_\_\_\_

**5. Suitability for the job**

- Excellent     
  Very Good     
  Good     
  Satisfactory

Consider the students suitability of dress and general appearance

Comments: \_\_\_\_\_

NAME: .....

Date: .....

<b>ASSESSMENT ACTIVITIES</b>			
<b>Competency</b>	<b>Not yet Competent</b>	<b>Competent</b>	<b>Competent with Merit</b>
1. Establish Contact with customers			
2. Demonstrates ability to work with others in a cooperative manner			
3. Follow routine instructions			
4. Asks questions to obtain the right information or advice			
5. Adapts speech to suit the situation			
6. Uses appropriate dress standards for the workplace			
7. Read and interpret retail documents			
8. Operate data entry equipment			
9. Use numbers in the workplace			
10. Demonstrates punctuality			
11. Demonstrates reliability			
12. Demonstrates appropriate personal hygiene standards			
13. Observe basic safety procedures			
14. Organise and clean work area			
<b>Comments:</b>			
<p><b>Discussed with student:</b>      <b>Yes / No</b>      <b>Date:</b> _____</p> <p><b>Student signature:</b> _____</p> <p><b>Supervisor signature:</b> _____</p>			

NAME: .....

Date: .....

## What is a Work Placement Log Book?

- A log book is a permanent record of a student's training, skills and achievements during a work placement

## Why use a log Book?

- A log book is useful for both host employers and students as it suggests activities that students and host employers can participate in during the work placement period
- Once wholly or partially completed a log book may be used by a student as evidence of ability & experience when:
  1. applying for positions
  2. applying for Recognition of Current Competency (RCC) in further training programs

## What does a Log Book Record?

- A log book provides a record of a student's learning while on work placement
- Specifically, it provides a record of:
  1. daily and total hours spent in the workplace
  2. skill enhancements achieved in the workplace

## How to use this Log Book?

1. Read this log book thoroughly **Employers & Students**
2. Record completion of Induction **Employer & Student**
3. Record hours spent at workplace daily **Employer & Student**
4. Organise activities as per logbook to be assessed **Employer**
5. Assess student for competency and record results **Employer to sign**
6. Record any new skills learnt that are not listed as activities **Student & Employer**

## Note to Employers

- Employers are not expected to deliver all the activities listed in this log book, as we appreciate that in some situations and work places this is not feasible.

NAME: .....

Date: .....

